

Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university could be substituted for one year of the indicated experience. The appellant was found to be ineligible based on a lack of experience. There were two candidates on the eligible list, which was certified once. One candidate was not interested in the duties of the position, and no appointments have been made.

On her application, the appellant indicated no college credits and she listed two positions: provisional in the subject title from May 2014 to the February 21, 2021 closing date; and Technician, Management Information Systems (MIS) from January 2009 to May 2014. Official records show a different employment history. These records show that the appellant was an Administrative Analyst 3 Information Systems from May 2018 to February 2021, and an Information Technology Specialist from May 2014 to May 2018. The records also show that the appellant was a Technician, MIS from January 2010 to May 2014, and a Clerk Typist from January 2009 to January 2010. The appellant was credited with five years, ten months for her provisional position and as an Information Technology Specialist, and was found to be lacking one year, two months of required experience per the substitution clause for education.

On appeal, the appellant states that she has been a primary data administrator for over seven years, when she supervised the Lease Compliance and Tririga Applications. She trained end-users, and served as back-up to the contract administrator, Information Technology Representative, and Information Security Representative. In support, the Deputy Chief of Staff of the Division of Property Management and Construction confirms the appellant's provisional position, and states that she developed the necessary knowledge to perform the duties of the title in her prior-held positions.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission may relax a rule for good cause in particular situations, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, the appellant was correctly found ineligible for the subject examination. She was credited with five years, ten months for her provisional position and as an Information Technology Specialist. However, the remainder of her positions were inapplicable as they did not have the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or

developing/acquiring and implementing new IT solutions and services as the primary focus. Rather, her prior position as a Technician, MIS was in helpdesk services. Nonetheless, the eligible list is incomplete, the appellant continues to serve provisionally in the title under test, and she has accrued over one year, two months of experience since the February 21, 2020 closing date. Based on the circumstances presented, good cause has been established to relax the provisions of *N.J.A.C. 4A:4-2.6(a)* to accept the appellant's additional provisional experience beyond the closing date and admit her to the examination for prospective appointment only.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's application be processed.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 6TH DAY OF OCTOBER, 2021

Deirdre' L. Webster Cobb

Deirdre L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Allison Chris Myers
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P. O. Box 312
Trenton, New Jersey 08625-0312

c: Tanielle Smith
Holly Foster
Division of Agency Services
Records Center